

**MINUTES
VILLAGE OF LAKEPARK COUNCIL MEETING
3801 LAKE PARK ROAD, LAKE PARK, NC
REGULAR SESSION**

7 PM

FEBRUARY 14, 2017

ATTENDING: Mayor David Cleveland
Mayor Pro-Tem Sandy Coughlin
Council Members: John Barnes, Pam Jack, James Record and Fabian Szarko
Village Administrator Cheri Clark
Attorney Ken Swain

CALL TO ORDER: Mayor David Cleveland called the February 14, 2017 Regular Session Council meeting to order.

INVOCATION: Pam Jack gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor David Cleveland led the Pledge of Allegiance.

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MINUTES: Fabian Szarko made the motion to approve the January 10, 2017 Regular Session Council minutes as presented. John Barnes seconded the motion. Vote – Unanimous.

CHANGES TO THE AGENDA: Sandy Coughlin made the motion to adopt the February 14, 2017 Council Meeting Agenda as presented. Pam Jack seconded the motion. Vote – Unanimous.

OATH OF OFFICE: James Record took the Oath of Office to service as a Council Member for the Village of Lake Park.

SECURITY REPORT: Deputy Rucker shared that there were 67 calls for service in January and 278 self-initiated calls. There were 11 alarm call, 1 animal bite, 3 disturbance or nuisance, 2 property damage vandalism mischief, 3 suspicious vehicles and 18 traffic stops.

VOLP FIVE YEAR DEVELOPMENT PLAN: Pam Jack shared that the committee hopes to be able to present the development plan in March.

FINANCE OFFICER'S REPORT: Cheryl Bennett shared that the 2016 tax collection rate through January 2017 is 97%; motor vehicle collection is at 57% and sales and use tax for January was \$15,213. Cheryl Bennett requested a budget transfer from Professional

Fees/Legal Fees to Planning and Zoning/Legal Fees in the amount of \$4,000. Sandy Coughlin made the motion to transfer the \$4,000. John Barnes seconded the motion. Vote – Unanimous.

Cheryl Bennett requested Council to be thinking about budgets. Last month Council moved \$4,000 to Electrical Maintenance for the Carillon System. John Barnes made the motion to move \$6,000 from Electrical Maintenance to Capital Outlay – Carillon. Fabian Szarko seconded the motion. Vote – Unanimous.

Cheryl Bennett shared that the North Carolina Capital Management Trust was set up to provide public entities an investment opportunity. The Trust has an AAA rating and it is Cheryl's recommendation that the Village of Lake Park invest in the Trust. The interest rate is higher than the pooling banks. Sandy Coughlin made the motion to move \$300,000 into the North Carolina Capital Management Trust. John Barnes seconded the motion. Vote – Unanimous.

	<u>Jan 17</u>	<u>Jul '16 - Jan 17</u>	<u>YTD Budget</u>	<u>% of Budget</u>
General Fund				
Income				
Property Taxes				
Ad valorem current year	32,449.56	528,456.31	543,767.00	97.18%
Utility ad valorem	546.01	6,300.36	6,740.00	93.48%
Motor vehicle tax	5,171.84	40,503.91	70,587.00	57.38%
Ad valorem prior years	520.15	3,034.69	2,500.00	121.39%
Prior years motor vehicle tax	0.00	0.00	50.00	0.0%
Penalties and interest	348.35	1,435.61	2,800.00	51.27%
Total Property Taxes	39,035.91	579,730.88	626,444.00	92.54%
Other Taxes				
Stormwater Fees- current year	2,660.00	41,725.00	42,830.00	97.42%
Stormwater fees - prior years	30.00	300.00	150.00	200.0%
Total Other Taxes	2,690.00	42,025.00	42,980.00	97.78%
State Shared Revenues				
Alcoholic Beverage Tax	0.00	0.00	0.00	0.0%
Sales and use tax	15,213.84	65,979.22	180,000.00	36.66%
Telecom. Sales Tax	0.00	440.68	2,000.00	22.03%
Elec. Sales Tax	0.00	27,290.28	105,000.00	25.99%
Video Prog. Sales Tax	0.00	5,180.94	20,000.00	25.91%
Piped Gas Sales Tax	0.00	475.77	7,900.00	6.02%
Solid Waste Disposal Tax	0.00	1,207.20	3,300.00	36.58%
Total State Shared Revenues	15,213.84	100,574.09	318,200.00	31.61%
Parks & Recreation Revenue				

Program Fees	59.00	1,268.75	1,400.00	90.63%
Facility Rentals	180.00	1,645.00	3,000.00	54.83%
Daily swim fees	0.00	10,392.80	12,000.00	86.61%
Season pass pool fees	0.00	1,455.00	49,000.00	2.97%
Total Parks & Recreation Revenue	239.00	14,761.55	65,400.00	22.57%
Other revenues				
Zoning Permits	100.00	1,350.00	500.00	270.0%
Approp. Fund Bal. Stormwater	0.00	0.00	32,370.00	0.0%
Approp. Fund Balance	0.00	0.00	77,383.00	0.0%
Civil Penalties	50.00	120.00	500.00	24.0%
Investment revenue	55.01	855.87	800.00	106.98%
Miscellaneous	0.00	2,901.74	1,000.00	290.17%
Total Other revenues	205.01	5,227.61	112,553.00	4.65%
Total Income	57,383.76	742,319.13	1,165,577.00	63.69%
Expense				
General Government				
Other Expenditures				
Economic Development	59.27	5,853.56	8,500.00	68.87%
Contingency	0.00	0.00	10,000.00	0.0%
Stormwater Expense				
Advertising	0.00	0.00	100.00	0.0%
Dues and Permits	0.00	0.00	250.00	0.0%
Prof. Fees - Engineering	161.25	681.25	15,000.00	4.54%
Repairs & Maint. Services	1,449.69	5,261.69	60,000.00	8.77%
Total Stormwater Expense	1,610.94	5,942.94	75,350.00	7.89%
Total Other Expenditures	1,670.21	11,796.50	93,850.00	12.57%
Planning and Zoning				
Zoning Admin. Services	919.42	6,435.94	11,033.00	58.33%
Code Enforcement Services	0.00	0.00	1,300.00	0.0%
Consulting Fees	0.00	391.00	1,600.00	24.44%
Legal Services	2,569.00	3,850.00	3,000.00	128.33%
Advertising	0.00	0.00	220.00	0.0%
Postage	0.00	32.56	80.00	40.7%
Supplies	8.84	45.42	300.00	15.14%
Training	0.00	675.00	700.00	96.43%
Planning and Zoning - Other	0.00	0.00		
Total Planning and Zoning	3,497.26	11,429.92	18,233.00	62.69%

Gen. Govt. Personal Services

Adm Assistant	0.00	3,615.00	7,890.00	45.82%
Clerk/Tax Collector	5,351.16	37,458.12	64,214.00	58.33%
Council	0.00	5,649.75	12,555.00	45.0%
Finance Officer	1,386.58	9,706.06	16,639.00	58.33%
Mayor	0.00	2,575.00	5,150.00	50.0%
Payroll Expenses	585.78	5,069.66	9,042.00	56.07%
Total Gen. Govt. Personal Services	7,323.52	64,073.59	115,490.00	55.48%

Professional Fees

Engineering Fees	0.00	0.00	400.00	0.0%
Auditing Services	0.00	4,620.00	4,600.00	100.44%
Legal Services	2,100.00	4,105.00	15,000.00	27.37%
Total Professional Fees	2,100.00	8,725.00	20,000.00	43.63%

Supplies and Materials

Office	140.98	2,651.23	6,000.00	44.19%
Total Supplies and Materials	140.98	2,651.23	6,000.00	44.19%

Services

Advertising	59.70	59.70	200.00	29.85%
Membership and dues	0.00	4,652.00	5,000.00	93.04%
Bank charges	75.41	660.96	860.00	76.86%
Elections	0.00	0.00	0.00	0.0%
Insurance/bonds	0.00	7,090.23	8,200.00	86.47%
Miscellaneous oper. exp.	143.98	383.98	700.00	54.85%
Website/flyers	0.00	850.00	1,500.00	56.67%
Printing & Delivery				
Newsletter	121.98	1,164.18	2,400.00	48.51%
Postage	235.00	326.00	500.00	65.2%
Property Tax	0.00	246.28	600.00	41.05%
Strategic Planning	0.00	460.48	1,000.00	46.05%
Tax collection	168.09	1,197.61	2,800.00	42.77%
Telephone	389.55	3,088.29	5,200.00	59.39%
Training	0.00	0.00	600.00	0.0%
Travel	35.64	1,243.51	1,500.00	82.9%
Total Services	1,229.35	21,423.22	31,060.00	68.97%

Capital Outlay

Laptop	0.00	0.00	1,500.00	0.0%
Sidewalk repairs	0.00	20,290.00	20,290.00	100.0%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0.0%

Total Capital Outlay	<u>0.00</u>	<u>20,290.00</u>	<u>31,790.00</u>	<u>63.83%</u>
Total General Government	15,961.32	140,389.46	316,423.00	44.37%
Parks & Recreation				
Parks/Rec. Supplies & Materials				
Flags	3,076.50	3,076.50	3,500.00	87.9%
Janitorial /Cleaning Supplies	0.00	64.96	250.00	25.98%
Food/Provisions - events	0.00	1,233.83	2,500.00	49.35%
Pool Supplies	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>0.0%</u>
Total Parks/Rec. Supplies & Materials	3,076.50	4,375.29	9,250.00	47.3%
Parks/Rec Services				
Pool Attendant Salaries	0.00	0.00	1,100.00	0.0%
Pool management fee	0.00	11,468.50	50,610.00	22.66%
Pool Operations	0.00	9,788.26	14,100.00	69.42%
Comm. center maintenance	149.88	2,196.13	9,800.00	22.41%
Seasonal Decorations	348.00	10,379.10	14,400.00	72.08%
Events Services	0.00	368.60	1,200.00	30.72%
Water/Sewer	394.44	4,088.12	8,000.00	51.1%
Natural Gas	<u>92.22</u>	<u>263.97</u>	<u>800.00</u>	<u>33.0%</u>
Total Parks/Rec Services	984.54	38,552.68	100,010.00	38.55%
Maintenance of Common Areas				
Landscaping	10,833.33	78,393.31	148,550.00	52.77%
Park maintenance	6,114.00	14,064.98	33,410.00	42.1%
Pond maintenance	1,381.50	9,670.50	19,600.00	49.34%
Electric Maintenance	5,645.00	8,838.00	10,500.00	84.17%
Repairs of Common Areas	<u>0.00</u>	<u>505.00</u>	<u>2,000.00</u>	<u>25.25%</u>
Total Maintenance of Common Areas	23,973.83	111,471.79	214,060.00	52.08%
Parks/Rec Capital Outlay				
Tennis court resurfacing	0.00	31,638.02	32,000.00	98.87%
Basketball court resurfacing	0.00	8,575.00	9,000.00	95.28%
Benches, Tables etc.	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>0.0%</u>
Total Parks/Rec Capital Outlay	<u>0.00</u>	<u>40,213.02</u>	<u>43,000.00</u>	<u>93.52%</u>
Total Parks & Recreation	28,034.87	194,612.78	366,320.00	53.13%
Public Services/Safety				
Electric bills	8,331.47	60,689.87	109,600.00	55.37%

Street Signs	0.00	13,150.00	12,900.00	101.94%
Waste Collection	15,380.82	92,183.92	189,000.00	48.78%
Law enforcement	<u>42,833.50</u>	<u>128,500.50</u>	<u>171,334.00</u>	<u>75.0%</u>
Total Public Services/Safety	<u>66,545.79</u>	<u>294,524.29</u>	<u>482,834.00</u>	<u>61.0%</u>
Total Expense	<u>110,541.98</u>	<u>629,526.53</u>	<u>1,165,577.00</u>	<u>54.01%</u>
Net General Fund	53,158.22	112,792.60	0.00	100.0%
Powell Bill				
PB Income				
Interest - Powell Funds	0.00	34.58	0.00	100.0%
Powell Bill Revenue	<u>48,172.72</u>	<u>96,345.45</u>	<u>96,800.00</u>	<u>99.53%</u>
Total PB Income	<u>48,172.72</u>	<u>96,380.03</u>	<u>96,800.00</u>	<u>99.57%</u>
PB Expense				
Street Exp. - Powell Bill	<u>0.00</u>	<u>72,841.00</u>	<u>96,800.00</u>	<u>75.25%</u>
PNB Other Expense	<u>0.00</u>	<u>72,841.00</u>	<u>96,800.00</u>	<u>75.25%</u>
Net Powell Bill	<u>48,172.72</u>	<u>23,539.03</u>	<u>0.00</u>	<u>100.0%</u>
Net Excess of Rev. over Exp.	<u><u>-4,985.50</u></u>	<u><u>136,331.63</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

PARKS AND RECREATION: P&R would like to recommend the following individuals to serve on the Park & Recreation Commission: Kevin Pimentel to fill the two year expired term of Kris Kirwan and Julian Mercer to fill the remaining one year term of Ashley Dance. Kevin currently works for the Mecklenburg County Park and Recreation Department at Latta Park. Kevin and his family have lived in Lake Park for 11 years and want nothing but the best for the Village as the Village moves forward. His family loves to frequent the playgrounds throughout the Village, and the children are becoming quite the fishermen. Julian Mercer would like the opportunity to build upon the tremendously successful activities currently in place in Lake Park. Parks & Recreation is one of the main reasons why he likes to call Lake Park home. Julian and his family have lived in Lake Park since 2006. Fabian Szarko made the motion to appoint Kevin Pimentel and Julian Mercer to the P&R Commission. John Barnes seconded the motion. Vote – Unanimous.

P&R has recently completed the following projects in the Village:

- Playground Mulch at Russell Park & Founders Park
- Crepe Myrtles Planted at Lake Charles
- Screening Shrubs Planted at Barnett Park
- Cul-de-sac Renovations

The Garden Club has donated a swing to be installed at the west end of Russell Park overlooking the pond and fountain.

P&R approved the purchase of a 55" flat screen TV to be installed in the Community Center meeting room. The screen is to be used for group presentations for clubs such as the Garden Club, Sages, Lake Park Singles, etc. as well as for group rentals.

The Park & Recreation Commission currently sponsors three major events (Memorial Day, Fourth of July, & National Night Out) and three minor events (Spring Cleanup, Chili Cook-off & Christmas Tree Lighting) each year. These events require a lot of time and coordination. Therefore, P&R are recommending the appointment of Angie Figiel to be our Park & Recreation Event Coordinator – subject to Council approval. Mayor David Cleveland has discussed this with Angie, and she is willing to take on the additional responsibility. This would be a paid position in addition to her current responsibilities as Administrative Assistant. P&R has estimated that it will require about 2 hours per week on average for this position so we are looking at an additional budget cost of around \$1500/year.

Cheryl Bennett shared that the Village could increase Revenue – Alcohol Beverage Tax by \$1,677 and increase expenditures – Administrative Assistant Salary \$1,560 and increase Payroll Tax \$117. Sandy Coughlin made the motion to approve the transfers. Pam Jack seconded the motion. Vote – Unanimous.

Spring Clean-up will be held in conjunction with Pool Sign-ups.

Memorial Day Ceremony will be on Monday, May 29th from 11:00 AM to Noon.

ECONOMIC DEVELOPMENT: Sandy Coughlin shared that the EDC is moving forward with plans for an upcoming networking workshop at Gordo's on February 23rd. Council has received an invitation to the event. Eighteen businesses in the community also received invitations to participate in the event.

Sandy Coughlin shared that the Master Gardeners of Union County are hosting a Heritage Festival and Wild Turkey 5K Trail Run in April. The committee is seeking vendors for the event if anyone is interested. The EDC has participated in the past.

MATHISEN MEMORIAL: Sandy Coughlin shared that she will be taking the different proposals to P&R for feedback before presenting to Council. Sandy Coughlin hopes to have a finalized plan to present to Council in April.

PUBLIC SERVICES (Street, Waste Collection & Lighting): Mayor David Cleveland shared that James Record will be handling Streets and Sidewalks for the Village.

John Barnes shared the Carillion System has been installed and is fully functional.

COMMUNICATION: The deadline for articles and information for the February newsletter is Friday, February 17th at 5 p.m. Topics to be included: Waste Collection, Garden Club, Fishing Permits, Alarms, P&R, HOA Annual Meeting and SAGES.

COUNCIL COMMENTS: James Record thanked Council for the appointment and he is looking forward to working with them.

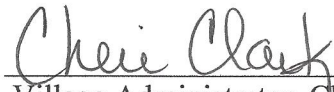
Fabian Szarko, Pam Jack, John Barnes and Sandy Coughlin welcomed James Record to the Council and wished everyone a Happy Valentine's Day.

Mayor David Cleveland thanked Council and visitors for giving up their Valentine's Day to be with us. Captain Greg Thomas with the Union County Sheriff's Office will be meeting with Mayor David Cleveland and Cheri Clark on Friday, February 17, 2017 to discuss safety and our contract. Lake Park is hosting the Parks and Recreation Group of Union County on Wednesday, February 22nd.

ADJOURN: John Barnes made the motion to adjourn. James Record seconded the motion.
Vote – Unanimous.

Respectfully submitted,


Mayor David Cleveland


Village Administrator, Cheri Clark

